



**DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES ADMINISTRATION  
311 WEST SARATOGA STREET  
BALTIMORE, MARYLAND 21201**

**DATE:** July 17, 2017

**POLICY DIRECTIVE:** SSA-CW #18-2

**TO:** Directors, Local Departments of Social Services  
Assistant Directors, Local Departments of Social Services  
Chiefs of Foster Care and Adoption  
Fiscal Officers

**FROM:** Rebecca Jones Gaston, MSW   
Executive Director  
Social Services Administration  
Stafford Chipungu, Chief Financial Officer   
Budget Management and Finance

**RE:** Utilization of Adoption Promotion and Support Services  
Funding

**PROGRAMS AFFECTED:** Out-of-Home Placement Services

**ORIGINATING OFFICE:** Out-of-Home Placement Services

**ACTION REQUIRED OF:** All Local Departments of Social Services

**ACTION DUE DATE:** July 31, 2017

**CONTACT PERSON:** Helene Hornum, Program Analyst  
410-767-7247  
[helene.hornum@maryland.gov](mailto:helene.hornum@maryland.gov)  
Brandi Stocksdales, Director  
Placement and Permanency  
410-767-7912  
[brandi.stocksdales@maryland.gov](mailto:brandi.stocksdales@maryland.gov)

## **PURPOSE:**

This policy directive sets forth usage and reporting requirements for Adoption Promotion and Support Services funded through the Promoting Safe and Stable Families Program. DHR's budget office annually provides each LDSS an allocation. The amount allocated to each LDSS is based on the number of children with a plan of adoption, as reported by each LDSS.

**The federal money MUST be used for any adoption promotion and support services BEFORE using State General Funded Flex Funds, i.e. Super Flex Funds.**

## **ACTION PLAN:**

The Adoption Promotion and Support Services funds continue to be linked to the forthcoming adoption goals and are specifically geared to ensure that the children with a goal of adoption are adopted. These funds can be spent on anything that would remove barriers to a finalized adoption or that would expedite the adoption process.

Adoption Promotion and Support Services funds should no longer be used to provide post-adoption services. Post Adoption Permanency funds shall be utilized.

Annually, LDSS must submit a fully detailed "action plan: by August 4, 2017. The plan must provide the LDSS contact name and phone number for monitoring purposes. Failure to submit a plan by the established deadline will result in the total allocation for that local being withheld and be redirected by the Social Services Administration (SSA). The action plan must provide an adequate description of the planned expenditures based on the total allocation and the approximate number of families and children to be served. In addition, the plan must tie-in with the adoption goals and justify how each proposed activity and/or service would help in getting a child adopted. If the action cannot realistically utilize the total allocation, the plan should clearly state the funding needs of the LDSS and identify any remaining amount that can be returned to the SSA.

A spending cap is being imposed on certain activities:

- No more than 20% of the total adoption promotion allocation can be spent on adoption celebrations.
- No more than 20% of the total allocation can be spent on training and conferences.

## **Case Record Document**

To ensure that funding is properly expended at the local level, each local department will be required to document in the child's case record steps taken to promptly implement permanency plans for children in out-of-home care. For children with a permanency plan of adoption or placement in another permanent family home, the local department must document what has been done to find an adoptive family or other permanent living arrangement for the child. The implementation of the permanency plan may include placement of a child with an adoptive family, a relative, or a legal guardian. The plan may also specify another planned permanent living arrangement and may indicate actions taken to finalize the adoption or legal guardianship. Documentation shall include clearly defined, child-specific recruitment efforts to locate a family



for a hard-to-place child and a summary of services to a finalized adoptive family that supported and/or sustained an adoptive child in the family. This documentation must be available for Quality Assurance Site Reviews.

### **Requirements**

Promoting Safe and Stable Families funds CANNOT be combined with other grants or merged into other flex fund accounts. A SEPARATE ACCOUNTING MUST BE MAINTAINED. The Department is required to report to the United States Department of Health and Human Services the amount of funds spent on EACH service of the Promoting Safe and Stable Families Program.

The number of families and children served must be submitted quarterly on the attached Promoting Safe and Stable Families Program Adoption Promotion and Support Services' Quarterly Program Report form (Attachments A and B). The expenditures reported on the quarterly reports must be reconciled to the Monthly 302 Report to ensure that reported data is consistent.

On the attached Summary of Services form (Attachment B), each Quarterly Report must include a brief description of each activity charged to Adoption Promotion and Support Services, and how these activities are helping to achieve the LDSS adoption goals. If the activity is a support or recruitment activity, the date(s) and attendance records must be included with the report. This program report must be submitted to Helene Hornum, Program Analyst, Social Services Administration.

The report submission dates and periods covered are as follow:

#### **Submission Dates**

#### **Periods Covered**

October 15, 2017  
January 15, 2018  
April 15, 2018  
July 15, 2018

July 1, 2017 – September 30, 2017  
October 1, 2017 - December 31, 2017  
January 1, 2018 – March 31, 2018  
April 1, 2018 – June 30, 2018

The allocation for SFY 2018 and all expenditures for services rendered between July 1, 2017 and June 30, 2018 must be liquidated (services provided and paid for) by June 30, 2018. The DAFER report and quarterly expenditure reporting will be used to monitor expenditures.

SSA will be closely monitoring the expenditures of each local department at the end of each quarter. If one-half (1/2) of the local department's allocation is not spent by January 3, 2018, the remaining funds may be reallocated to another LDSS that is spending their Adoption Promotion and Support Services funds. In addition, a LDSS that fails to submit their quarterly reports will risk reduction and reallocation of their Adoption Promotion and Support Services funds to another LDSS.

All contracts and purchase orders must follow COMAR Title 21 procurement regulations.

### **Charge Codes for Adoption Promotion and Support Services Funding**

In order to track and report the use of these funds, please use the following charge codes:

- All child and family-specific expenses should be requested through the Chessie Service Log choosing Category Code **4140** for PSSF Adoption Promotion.
- Any charges that are not child and family-specific should use charge code PCA GC940, Project/Subproject number 0302.86, within the Child Welfare Services (n00g0003) program and the appropriate agency object for the purchase made.

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM  
ADOPTION PROMOTION AND SUPPORT SERVICES  
QUARTERLY PROGRAM REPORT**

Local Department: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Report Period: \_\_\_\_\_  
 July 1, 2017 – September 30, 2017 \_\_\_\_\_ October 1, 2017 – December 31, 2017 \_\_\_\_\_ January 1, 2018 – March 31, 2018 \_\_\_\_\_  
 April 1, 2018 – June 30, 2018 \_\_\_\_\_

Account Name	Account Number/ Project/Subproject/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Families Served Current Quarter	Children Served Current Quarter	Families Served Y-T-D	Children Served Y-T-D
Adoption Promotion and Support Services	GC940 0302.86 (non child and family-specific)							
	4140 (child and family-specific)							

Allocation		<b>Mail or Fax the Report to:</b>
Year-to-Date Expenditures	_____	Helene Hornum
Remaining Balance	_____	Social Services Administration
	_____	311 W. Saratoga Street, 5 <sup>th</sup> Floor
		Baltimore, MD 21201
		Fax #: 410-333-6556

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM  
ADOPTION PROMOTION AND SUPPORT SERVICES  
QUARTERLY PROGRAM REPORTS- SUMMARY OF SERVICES**

Local Department: \_\_\_\_\_ Person Completing Form: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Report Period:**

July 1, 2017 - September 30, 2017 \_\_\_\_\_ October 1, 2017 – December 31, 2017 \_\_\_\_\_  
January 1, 2018 – March 31, 2018 \_\_\_\_\_ April 1, 2018 – June 30, 2018 \_\_\_\_\_

**Mail or Fax the Reports to:** Helene Hornum, Social Services Administration, 311 W. Saratoga Street, Baltimore, MD 21201 Fax#: 410-333-6556

Describe the activities charged to Adoption Promotion and Support Services and **how they are helping achieve the Adoption Goals.**